

**Senior Administrative Professional / Junior Project Manager
Government Information Technology Agency (GITA)**

AS OF: 7/16/2008

Position Summary

This position will serve as staff responsible for supporting the Public Safety Communications Advisory Commission (PSCC) and Public Safety Interoperable Communications (PSIC) team at GITA.

Duties and Responsibilities

- Develops, organizes and manages supportive materials and systems for Public Safety Interoperable Communications professional staff.
- Drafts, prepares and processes written documents and communications including memoranda, letters, spreadsheets, reports and web-site content.
- Develops and maintains multiple distributions lists, including, without limitation, Commissioners, interested parties, individual committees, task forces/coalitions.
- Schedules, notices, prepares for and handles all logistics of public meetings and outreach events. Manages A/V equipment, set-up and tear down for meetings, and secures appropriate, affordable meeting locations.
- For Commission meetings, responsible for meeting announcements, minutes, roll call and record-keeping, in accordance with Public Meeting laws.
- Schedules appointments and coordinates staff and inter-agency meetings.
- Edits, reviews, prepares and distributes meeting notices, agendas, meeting summaries, draft documents, policy statements, presentations, newsletters, reports, etc.
- Screens and routes or answers calls relative to work of the Public Safety Interoperable Communications (PSIC) team and the PSCC.
- Researches and summarizes information for reports and presentations.
- Tracks and maintains all records and gathers information to respond to requests for information from the Legislature, the Governor's Office and the public.
- Provides project, administrative and clerical assistance in the implementation of program and outreach goals.
- Responsible for organizing, tracking and renewing Memoranda of Understanding (MOUs) and Inter-Governmental agreements (IGAs).
- Responsible for staff travel arrangements and reimbursements, and vehicle maintenance.
- For junior project manager designation: Serves as junior oversight manager on interoperability projects statewide in support of Interoperability Oversight Manager(s), including attending interoperability project meetings, participating on conference calls, reviewing project status reports, tracking progress against PIJ or project plan and documenting and elevating project issues when appropriate.
- For junior project manager designation: Supports the development and reporting of performance measures in regard to interoperability projects for which GITA provides oversight.
- Other duties as assigned in support of the PSIC team's mission.

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Knowledge, Skills and Abilities

- Strong communications skills, both written and verbal
- Strong organizational skills
- Strong work ethic and professional demeanor and judgment
- Computer proficient – MS Office Suite and MS Outlook
- Conscientious and detail-oriented
- Able to multi-task and work in a fast-paced environment

Qualifications

- 3-5 years of equivalent experience.

Additional Details

All GITA positions are not covered under the State of Arizona merit system. Interested applicants should submit a resume along with a cover letter by August 22, 2008 to Barbara Nicholson, CFO by e-mail to bnicholson@azgita.gov or by fax to 602-364-4799. Please no phone calls.

AA/EEO/ADA Employer